

**STUDENTS**

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records. Funding for districts is based on ADA and must be accurate.

The Attendance records shall be recorded and maintained in the individual school offices. Reports shall be submitted to the office of the District Superintendent as directed.

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 and at least two and one-half (2 ½) hours for kindergarten under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period.

Attendance Accounting

Days present and absent for every student are to be recorded in each building for the purpose of informing parents of a student's attendance record.

Legal Reference:	I.C. § 33-1001 Definitions	
	IDAPA 08.02.01.250.05	Day of Attendance (ADA) – Grades One
	Through Twelve (1-12)	
	IDAPA 08.02.01.250.03	Day in Session When Counting Pupils in
	Attendance	
	IDAPA 08.02.01.250.04	Day of Attendance - Kindergarten

Policy History:

Adopted on: 102406

Reviewed on: 021621

Prior Board Policy: JB